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C70 30783

**4. Management Staff** has contributed significantly to Agency operations as follows:

- a.** Recommended payment of awards totalling \$12,395.00 based upon an estimated first year's savings of \$172,066.00.
- b.** Undertook a program to revise regulatory issuances by limiting their content to policy, authority and responsibility.
- c.** Conducted O&M studies recommending actions which resulted in improved performance in the following general areas: OCR and Map Libraries; processing of broadcast monitor reports; processing of overseas and domestic travelers; machine record reports; Agency manpower control and utilization; and document locator systems.
- d.** Completed studies for several O/S Offices which indicate that use of additional IBM machines in conjunction with revised accounting and reporting systems might possibly achieve annual savings of \$170,000.00.
- e.** In conjunction with DOP, arranged for a contract with IBM for a study leading to the possible development of a special device to solve records integration problems.
- f.** Recommended machines for use in other areas of the Agency which may effect annual savings of about \$55,000.00.
- g.** Instituted numerous reporting and record-keeping improvements which are estimated to effect annual savings of \$180,000.00.

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SEE REVERSE FOR DECLASSIFICATION ACTION

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